



HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE  
TUCSON AREA OFFICE, TUCSON ARIZONA

ANNOUNCEMENT NUMBER: TNIHS-05-83  
OPENS: 08/26/2005  
CLOSES: UNTIL FILLED

\*A list of qualified applicants may be compiled and referred to the selecting official, 5-10-15 working days after the open date of the vacancy announcement. If a selection is not made from the first list, subsequent lists may be issued at the request of the selecting official. Those candidates who have a complete application packet on file and who are rated "eligible" will be considered for the vacancy.

TITLE/SERIES/  
GRADE/SALARY Office Automation Assistant  
GS-0326-04  
VACANCIES: One (1)  
SALARY: GS-04 \$24,641 - \$32,031 Per Annum

ORGANIZATION/  
DUTY STATION Office of the Service Unit Director  
Quality Management/Infection Control, Sells, Arizona

CONDITIONS  
OF  
EMPLOYMENT APPOINTMENT  
TYPE TOUR OF  
DUTY PROMOTION  
POTENTIAL GOVERNMENT  
HOUSING  
☐ Permanent ☒ Full-Time ☐ To grade ☐ May be available  
☐ Term NTE \_\_\_ Mos. ☐ Part-Time ☒ None ☒ Not available  
☒ Temporary NTE 6 Months ☐ Intermittent; no set work schedule, work on an as-needed basis

☒ The Tucson Area Indian Health Service is a smoke-free work environment.  
☒ Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.  
☐ Incumbent of this position is required to maintain a current valid Arizona driver's license.  
☒ Selectees born after 1956 must present proof of immunity to measles and rubella *or* be vaccinated before their appointment (subject to certain exemptions).  
☐ Incumbent of this position is subject to drug testing.  
☐ Required to satisfactorily complete a one-year probationary period for assignment to a supervisory or managerial position.

TRAVEL and  
RELOCATION ☐ Travel and relocation expenses will be paid.  
☒ Travel and relocation expenses will not be paid. Applicants who wish to relocate to Sells, AZ for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.

AREA OF  
CONSIDERA-  
TION Tucson Commute Area; open to all qualified persons. Management has determined in advance that there is likely to be an adequate number of qualified applicants in the local commuting area.

DESCRIPTION  
OF DUTIES The incumbent performs non-supervisory office automation work. Duties include word processing, and may also include other software, such as spreadsheets, electronic mail, calendar, databases, graphics, desktop publishing and similar packages. The work requires knowledge of general office automation software and is performed on a microcomputer or mainframe network. Creates, copies, edits, calculates, revises, retrieves, stores and prints a wide range of documents in final form from handwritten drafts. Responsible for correct spelling, grammar, capitalization, punctuation, and proper format. A qualified typist is required. Updates, revises, sorts, calculates and manipulates data in spreadsheets to meet multiple report formats. Receives and answers routine telephone inquiries or refers to appropriate staff member; maintains office files in subject and chronological order; receives, routes, and distributes mail to appropriate individual; maintains and replenishes office supplies; and, updates manuals on policies, directives, studies, etc. Performs a wide variety of record keeping, reporting, and information duties in support of organizational programs, projects, studies, etc. Performs other duties as assigned.

SELECTIVE  
PLACEMENT  
FACTOR

None

QUALIFICATION  
REQUIREMENTS

Candidates must have had experience as described below. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. NOTE: Applicants will be required to sign Optional Form 306, Declaration for Federal Employment, certifying to the accuracy and truthfulness of the information provided in their application.

Experience and Education Requirements

GS-04: 52 weeks of general experience -OR- 2 years of education above high school.  
*Transcripts must be submitted to verify education.*

General Experience: Progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Combining Education and Experience: Combinations of education and experience may be used to meet total qualification requirements for the grade levels specified. *Transcripts must be submitted to verify education.*

Proficiency Requirement: In addition to meeting experience requirements, applicants must show possession of the following skill: <<40 words per minute typing speed>> Applicants may meet this requirement by presenting a certificate of proficiency from a school or other organization authorized to issue such certification -or- by self-certifying their proficiency on their application -or- by completing the attached Self-Certification Statement.

LEGAL AND  
REGULATORY  
REQUIREMENTS

Candidates must meet time after competitive appointment, time-in-grade, and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time in grade requirements do not apply.

QUALITY OF  
EXPERIENCE

Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service.

KNOWLEDGE,  
SKILLS AND  
ABILITIES  
(KSAs)  
REQUIRED

Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs on a separate attachment. The information provided will be used to determine the "best qualified" candidates.

Element 1: Skill in operating a computer and related equipment.  
Element 2: Knowledge of grammar, punctuation, spelling, and proper format.  
Element 3: Ability to meet and deal with a variety of managers, employees, customers, etc.

HOW TO APPLY

Failure to include any of the information listed below may result in a loss of consideration for this position. Additional information will not be solicited by this office.

Applicants must submit one of the following:

- 1 OF-612, Optional Application for Federal Employment; *or*
- 2 Resume; *or*
- 3 Any other written application format.

Submit one application or resume for each different job; PLUS all other information/documents detailed below:

1. Announcement number, and title and grade(s) of the job you are applying for;
2. Full name, mailing address (with zip code), and day and evening telephone numbers;
3. Social Security Number;
4. Country of citizenship;

5. Veterans preference – Submit evidence of eligibility, such as DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form;
6. SF-50B, Notification of Personnel Action (if current or former Federal employee);
7. Copy of Personnel Order (if PHS Commissioned Corps Applicant);
8. Highest Federal civilian grade held (also give job series and dates held);
9. High School – Name, city, state (zip code, if known), date of diploma or GED;
10. Colleges or universities – Name, city, state (zip code, if known), majors, type and year of any degrees received (if no degree, show total credits earned, and indicate whether semester or quarter hours). Submit a copy of college transcript[s] or a copy of medical degree or ECFMG certificate (if the job announcement requests it);
11. Residency training - Indicate specialty; name and location of hospital, name of program director, dates attended (month/year), date certificate received (if applicable);
12. Certification by a Specialty Board – Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board, and date (month/year) of certification or eligibility (if applicable);
13. Work Experience (paid and unpaid) – Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, salary, and indicate if we may contact your current supervisor;
14. Job-related training courses (title and year);
15. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed;
16. Job-related certificates and licenses. Submit a copy of nursing/medical license or certification (if the job announcement requests it);
17. Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested);
18. Current performance rating, if available;
19. Form BIA-4432, Verification of Indian Preference for Employment (if claiming Indian Preference); preference will not be given unless a copy of the form is attached to your application.
20. Narrative statement with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor in this job announcement.
21. Optional Form 306, Declaration for Federal Employment; MANDATORY for all positions; the form is available on the Internet at [www.opm.gov/forms](http://www.opm.gov/forms) or contact our office for a copy;
22. Addendum to Declaration for Federal Employment-IHS- Child Care & Indian Child Care Worker Positions (CS and CO Applications) – MANDATORY for positions that require regular contact or control over children (this is not an application for child care services).

**Application Instructions for Public Health Service Commissioned Corps Candidates:** Your resume or curriculum vitae must contain all the information listed in HOW TO APPLY in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. A narrative statement addressing specific information related to any knowledge, skills and abilities which are being used as selective and/or evaluative factors is required. Proof of an appropriate license, if applicable, must also be provided. Applicants claiming Indian Preference must submit proof on Form BIA-4432, and will be evaluated against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. Candidates must meet full qualification requirements. If your resume or curriculum vitae does not provide all the information requested in the job announcement, you may lose consideration for the position. Submit a copy of your personnel order.

**Note: Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not provide all the information and forms requested in the announcement, you may lose consideration for this job.**

Applicants or current Federal employees claiming Indian Preference must indicate on their application if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.

Additional selections may be made within 90 days from the date the Candidate Referral Roster was issued if the position becomes vacant or to fill an identical additional position.

Preference in filling vacancies is given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office at (520) 295-2434. The decision on granting reasonable accommodation will be on a case-by-case basis.

#### WHERE TO APPLY

**Applicants must submit their applications to the following address:**

Tucson Area Indian Health Service  
Attention: Human Resources Office  
7900 South J Stock Road  
Tucson, AZ 85746

For additional information or to request forms, contact Melissa Scott at (520) 295-2434 or at the following email address: [human-resources-tucson@mail.ihs.gov](mailto:human-resources-tucson@mail.ihs.gov).

All material submitted for consideration under this announcement becomes the property of the Human Resources Office and is subject to verification; therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment. Once the application is received in our office, it becomes the property of DHHS. Requests for copies will not be honored.

**APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. TELEFAXED/EMAILED DOCUMENTS WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.**

The Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

#### CTAP

**INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.

ICTAP

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

**OR**

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.
3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position upon entry.

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

**Item 15a. Agency Specific Questions**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

(Please print)

Job Title in Announcement: Office Automation Assistant Announcement Number: TNIHS-05-83

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES NO  
*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*
- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES NO  
*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

**Public Burden Statement:** In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***

FORM APPROVED: O.M.B. NO. 0917-0028

Expires 11/30/2005

TUCSON AREA OFFICE  
HUMAN RESOURCES BRANCH

SELF-CERTIFICATION STATEMENT

All clerical (typing, office automation, and stenography) positions filled by the Tucson Area Office, Indian Health Service, requires applicants to possess full capability to perform typing and/or stenography tasks. If you have the abilities listed below, please complete, sign and date the self-certification statement and submit it along with your application.

To be eligible for Clerk-Typist, Office Automation, or Secretary (Typing) or Secretary (Office Automation) positions, you must be able to:

1. Type 40 words per minute, words per minute are based on a five minute sample with three or fewer errors.
2. Properly lay out and space correspondence and other documents of similar complexity.
3. Identify basic grammatical errors and correct spelling and punctuation.

To be eligible for Clerk-Stenographer/Secretary-Stenographer positions, you must be able to:

1. Perform the Clerk-Typist duties as defined above.
2. Take shorthand at the rate of 80 words per minute.

I hereby certify that I meet the requirements set forth in this self-certification statement for:

Typing\_\_\_\_\_ Stenographer\_\_\_\_\_

NOTE: A certification statement must be signed and dated for each specific Vacancy Announcement. A falsification of this statement may be used as grounds for not employing you, or for dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date